

DCLG Approved Minimum Technical Competencies for Fenestration Installation (Windows and External doors)

Entry Routes	Qualifications/Accreditation	Experience / Evidence	Ability to Apply	
			Inspection / Assessment	
			On –Site	Off-Site
1	Level 2 Diploma in Fenestration Installation (QCF) Level 3 Certificate in Fenestration Installation (QCF) SVQ 2 in Fenestration Installation at SCQF Level 5 SVQ 3 Fenestration Installation & Surveying at SCQF Level 6	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex.	Yes	
Equivalentents (in entry route 1 subjects above)				
2	Unit achievement of all*** of the following QCF units: <ul style="list-style-type: none"> A/600/7624 Maintain Health and Safety in the Fenestration Installation working environment A/600/8420 Remove Existing Windows and Doors and Prepare Apertures J/600/8422 Prepare and Position Window and Door Units Ready for Installation Y/600/8425 Install Glass and / or Panels into Windows and Doors T/600/8416 Install Windows and Doors A/600/8434 Post Windows, Doors or Conservatories Installation Activity K/600/8445 Understanding the Building Regulations in the Fenestration Industry 	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex.	Yes	
3	Alternative certification(not a formal qualification) of performance and knowledge that has been mapped to the competence/knowledge requirements within this Annex *	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex. Must be able to demonstrate knowledge for the scope stated in this annex	Yes (practical)	Yes (knowledge)
4	SVQ or NVQ Level 2/3 in Fenestration Installation**** awarded within 5 years of date of application to join the Competent Person Scheme	Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex.	Yes	

NOTES

*Experienced Worker Assessments will be conducted by the registering Competent Person Scheme Operator who shall assess the Enterprise's underpinning knowledge and practical competence against the competence requirements stated in this annex

** As a general "rule of thumb", "Understand.." or "Know .." in the left hand column can be assessed and evidenced by the use of questions or professional discussion; "Be able.." will generally be observed by the Assessor/Inspector.

***If only some of the units shown in Route 2 have been achieved the" missing "MTCs can be evidenced using route 3

****Those who have taken route 4 as their option will not have been assessed for knowledge or compliance with Building Regulations –again the "missing" MTCs can be evidenced using route 3

Minimum Technical Competencies (MTCs) Area of Competence		Fenestration Installation		
Competence requirement <i>The installer must:</i>		Context/Scope	NOS Ref.	Further Guidance
1	Understand the Building regulations that have to be considered when carrying out Fenestration Installation work	In respect of;(domestic/commercial as appropriate) <ul style="list-style-type: none"> • Structure • Fire Safety • Resistance to moisture • Conservation of Fuel and Power • Heat producing appliances • Protection from falling • Access to building • Ventilation • Safety Glazing 	N/A	Derived from QCF unit K/600/8445
2	Understand safety glazing and Fire Resistant Glazing and know the requirements for glass markings	In respect of; <ul style="list-style-type: none"> • Different types of safety glazing • When and where it must be used • Different information that must be clearly and indelibly present on safety glass • Situation where glass markings are missing or do not match job specification • Fire Resistant Glazing periods of fire resistance • When and where it must be used 	N/A	Derived from QCF unit K/600/8445
3	Be able to adopt a safe system of work.	In respect of legislation and official guidance relating to own responsibilities: <ul style="list-style-type: none"> • Accident Prevention • Emergency procedures • Working at Height • Use of tools and equipment • Use of materials and substances • Movement of materials <ul style="list-style-type: none"> ○ Manual Handling ○ Mechanical Handling • Handling, storage and use of materials, components, consumables and substances • Hazardous materials including asbestos Carry out a visual risk assessment of the fenestration installation environment and ensure the work area is safe Select and use safety equipment and Personal Protective Equipment required to carry out the task Establish safe working area <ul style="list-style-type: none"> • Temporary barriers • Protective sheeting • Warning Signs 	Proskills NOS Unit FI 1.	Derived from QCF unit A/600/7624

Minimum Technical Competencies (MTCs) Area of Competence		Fenestration Installation		
Competence requirement <i>The installer must:</i>		Context/Scope	NOS Ref.	Further Guidance
4	Be able to confirm installation requirements and suitability of materials and components	Check and confirm installation requirements and ensure sufficient type, quantity and quality of materials and components are available.	Proskills NOS Unit FI 3.	Derived from QCF unit K/600/7638
5	Know the access equipment required for installation work and how to use.	In respect of; <ul style="list-style-type: none"> • Different types • Use and suitability • Safety checks to make 	Proskills NOS unit FI 6	Derived from QCF unit A/600/7638
6	Know how to use structural supports during removal of existing windows or doors	In respect of; <ul style="list-style-type: none"> • Different types • Situations requiring use. Evidence must be given that refers to load bearing bays and lintels		
7	Be able to remove window and door sets from the structure of the building.	Remove components, materials and outer frames from the aperture causing minimum damage <ul style="list-style-type: none"> • Sash/opening light • Outer frame • Door leaf/sash • Cladding • Glazing / Glass • Internal / External linings 	Proskills NOS unit FI 6	Derived from QCF unit A/600/7638
8	Be able to ensure the damp proof membranes are effective during the aperture preparation process	In respect of; <ul style="list-style-type: none"> • Vertical DPM • Horizontal DPC. 		
9	Know how to prepare frames, cills and apertures correctly during the installation process.	In respect of; <ul style="list-style-type: none"> • Cills • Add ons/frame extensions • Routing of cables through the aperture 		
10	Be able to handle, cut and assemble materials correctly.	Handle and cut the materials accurately to the required size and shape to fit the aperture in line with the job specifications.		
11	Be able to check that the new or restructured apertures meet specification.	Check that the new or restructured apertures meet specification.		
12	Be able to establish the correct position for the window and door units and ensure that the window and door units are correct for the installation.	Accurately carry out measurements to ensure that the window and door units are the correct size for the installation Check that the supplied materials meet the specification including: <ul style="list-style-type: none"> • Appearance • Drainage • Locking mechanisms Establish the correct position for the window and door units.	Proskills NOS unit FI 9	Derived from QCF unit J/600/8422

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Area of Competence		Context/Scope	NOS Ref.	Further Guidance
Competence requirement <i>The installer must:</i>				
13	Know how and be able to prepare window and door units.	In respect of; <ul style="list-style-type: none"> Different types of window units Different types of door units 	Proskills NOS unit FI 9	Derived from QCF unit J/600/8422
14	Know which sealing, bonding and weatherproofing materials should be used and be able to use them	In respect of; <ul style="list-style-type: none"> Internal use External use 		
15	Be able to handle and position window and door units correctly into apertures according to specification.	Position window and door units correctly into apertures according to specification Ensure that window and door units are plumb, level and square ready for securing		
16	Know different methods of securing installation materials and fix installations securely	In relation to current Codes of Practice; <ul style="list-style-type: none"> Different types of structure Using correct size, type and quantity of fixings 	Proskills NOS unit FI 9	Derived from QCF unit J/600/8422
17	Know the importance of drainage holes and be able to ensure they are functioning	In respect of; <ul style="list-style-type: none"> Need to be clear and functioning. 		
18	Be able to ensure that window and door units are plumb after being secured, and that they function correctly.	Accurately check window and door units to ensure that they are plumb after being secured. Check that window and door units function correctly.		
19	Be able to fit glass correctly and securely into apertures.	Fit glass into apertures correctly and securely to specification, using: <ul style="list-style-type: none"> Packers/bridges Alignment (toe and heel). 	Proskills NOS unit FI 10	Derived from QCF unit Y/600/8425
20	Be able to finish off the work to specification and carry out a final inspection.	Carry out a final inspection and finish off the work to specification.		
21	Know the type of information customers require on the work carried out.	In relation to: <ul style="list-style-type: none"> Giving clear instructions relating to the operation of the window and door units Guarantees After care*- (maintenance and repair requests) 	Proskills NOS unit FI 13	Derived from QCF unit A/600/8434
22	Know how to maintain and repair windows and doors	In respect of: <ul style="list-style-type: none"> Routine maintenance Typical Repair 	Proskills NOS unit FI 11	Derived from QCF unit H/600/8418
23	Know the problems that can occur when carrying out Installation work and how to deal with them	In respect of: <ul style="list-style-type: none"> Incorrect specifications Removal of windows and doors Fixing Glazing 	From a mix of QCF units CW1, FI7, 8, 9 and 10	From a mix of QCF units A/600/8420, J/600/8422, Y/600/8425 and T/600/8416

Annex 7 - Technical Reference Document Requirements

The Enterprise shall hold or have access to current editions, including all amendments, of the documents (or recognised equivalent documents) listed in the following table

Technical Reference Documents for Fenestration Installation
Building Regulation Approved Documents A, B, C, F, J, K, L, M and N (all available free of charge on Planning Portal website0